

## **HVW CLUBHOUSE USE FOR PRIVATE FUNCTIONS**

### **HERITAGE VILLAGE WEST CONDO ASSOCIATION CLUBHOUSE USE FOR PRIVATE FUNCTIONS RULES AND REGULATIONS**

DATE OF ISSUE: MARCH 10, 2010

DATE OF RE-ISSUE: JANUARY 12, 2013 (approved at Board Meeting)

FEBRUARY 23, 2013: Safety Policy added. Page 2, paragraph 12.1

APRIL 12, 2014: Added: no taping electrical cords to floor, para 11.0. (Board approved.)

#### **PROCEDURE OUTLINE**

- READ THE INSTRUCTIONS BELOW
- FILL OUT THE "REQUEST FOR USE" FORM
- CONTACT A BOARD MEMBER AND
  - RESERVE THE DATE OF USE
  - PROVIDE A \$100.00 DEPOSIT REFUNDABLE CHECK
  - INSPECT THE CLUBHOUSE PRIOR TO USE
  - POST THE "RESERVED FOR PRIVATE PARTY" SIGN
  - INSPECT THE CLUBHOUSE AFTER THE USE
  - REQUEST THE RETURN OF THE DEPOSIT CHECK

#### **INSTRUCTIONS**

- 1.0 The Clubhouse is for the use of owners/residents as specified in the HVW Bylaws and Florida Statutes governing condominium associations. The Clubhouse is not to be rented to an individual or organization.
- 2.0 Owners who rent out their condo units lose the privilege of the use of Common Grounds which includes the Clubhouse and Pool as long as his/her unit remains rented. The renter has use of all the Community Facilities (Common Grounds). The unit owner retains their right to vote.
- 3.0 These guidelines do not apply to regularly scheduled functions (except para. 11.0 applies to all) such as Board Meetings, exercise sessions, scheduled Bingo nights, Game Night, and the like. These guidelines pertain to non-scheduled social functions involving use by a member owner/resident for private use, which may exclude use of the facilities by other Owners/Residents for a specified period of time. Scheduled community activities have priority over private use. Private use should respect time of scheduled activities. Bereavement use requiring short-term notification, however, takes precedent over all activities.
- 4.0 Florida Statute 718.1234 permits the use of Common Grounds facilities by owners and residents of Condominium Associations. A copy of these statutes may be made available to owners/residents upon request. Restrictions on use may be applied on an individual basis.
- 5.0 The Clubhouse may not be used for a private function that results in a financial gain for the user or for anyone attending a private function.
- 6.0 No alcoholic beverages shall be served to minors (persons under the age of 21). No alcoholic beverages may be sold on the premises including the use of pre-paid tickets.
- 7.0 A Request for Use, in writing from the owner /resident, must be made to the Clubhouse Committee representative or a Board of Director or the Management Company Representative, at least ten (10) days prior to the event. The request must be made using the request form, attached, which includes the number of participants,

## HVW CLUBHOUSE USE FOR PRIVATE FUNCTIONS

- the date and time frame for the function, and a brief description of the type of event to be held (birthday, wedding, etc). The Request approval or denial of the request will be made within 48 hours or two business days of the request. An HVW Representative may also interview the Requester to gather additional information for the use of the Clubhouse. A walk through of the Clubhouse by the person submitting the request and an HVW Clubhouse Committee person must be done prior to setting up the event.
- 8.0 When the "Request for Use" application has been approved, it shall be displayed on the bulleting board of the Clubhouse one week prior to the scheduled use date and on the front and rear door of the Clubhouse on the day of the event to inform other owners/residents of its scheduled use.
  - 9.0 The owner/resident shall provide a refundable deposit of \$100.00 with the "Request for Use" application. The check should be made out to "Heritage Village West Condo Association." The deposit refund or portion thereof, will be determined after the function and after inspection of the Clubhouse by two representatives of the Clubhouse Committee. If a Request for Use is denied, the deposit will be refunded at the time of denial.
  - 10.0 Furniture, if it is to be moved, must be returned to the original positions, taking care not to drag tables or furniture across the dance floor, tile floors or electrical cords, or the carpet.
  - 11.0 There shall be no decorations hung from the ceiling, ceiling fixtures, wall fixtures, the walls, the windows, or the window treatments. Taping, stapling, or tacking of decorations or anything to any surface, including taping or fastening electrical chords to the carpet in the Clubhouse, is strictly prohibited. Decorations of a temporary nature may be placed on the table tops and then removed after the event. Any table top decorations in place before the event must be replaced after the event.
  - 12.0 There is "No Smoking" permitted in the Clubhouse or in the Pool area. Smoking is permitted outside in front of the Clubhouse entrance. The user is to provide cigarette butt receptacles which are to be removed immediately after the function.
  - 12.1 **"HVW Clubhouse Safety Policy and Guidelines for Social Functions" is a part of this procedure and shall be carried out. See that policy for details.**
  - 13.0 No event shall continue beyond 11:00pm.
  - 14.0 All garbage and refuse shall be placed in vinyl plastic garbage bags, tied and taken to the trash bin outside.
  - 15.0 The owner/resident who was given approval for the event, is responsible for:  
Cleaning the Clubhouse after use, including vacuuming of the carpets, wet swifter or damp mopping the vinyl and tile floors, wiping down the tables and chairs, folding and stacking the storage chairs if used, wiping down kitchen counters and wet mopping kitchen floors, washing and returning to storage all kitchen utensils used, cleaning and restoring the rest rooms to their initial appearance, wiping down and putting the pool furniture back into their original places. Removing all decorations brought in for the event. All lights and fans (except the vestibule entrance light) are turned off and the doors securely locked. The A/C is to be turned on before the function and turned off after the function by a Clubhouse Committee person.

**SEE REQUEST FORM NEXT PAGE**

**HVW CLUBHOUSE USE FOR PRIVATE FUNCTIONS**

**HVW CLUBHOUSE "REQUEST FOR USE" FORM**

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

UNIT \_\_\_\_\_ OWNER? \_\_\_\_\_ RENTER? \_\_\_\_\_  
Print name

DATE OF FUNCTION \_\_\_\_\_ TIME (from/to) \_\_\_\_\_

Set-Up date/time: \_\_\_\_\_ Clean-up date/time: \_\_\_\_\_

BRIEF DESCRIPTION OF FUNCTION TO BE HELD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROX NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

ALCOHOLIC BEVERAGES BEING SERVED? (YES/NO) \_\_\_\_\_

NUMBER OF MINORS ATTENDING: \_\_\_\_\_

ARE YOU REQUESTING USE OF THE POOL? (YES/NO) \_\_\_\_\_

ARE YOU REQUESTING USE OF THE GAME ROOM (YES/NO) \_\_\_\_\_

ARE YOU REQUESTING USE OF THE SHUFFLEBOARD COURT? (YES/NO) \_\_\_\_\_

REFUNDABLE DEPOSIT (\$100) ENCLOSED? \_\_\_\_\_

I have read and understood the "required guidelines for HVW Clubhouse use for private parties/functions" and agree to comply with them. I also understand it is my responsibility to inform my guests of the rules. Failure to comply with the rules on my part or on their part can lead to termination of the function and possible litigation. I also understand that my personal liability is not limited to the deposits made but could be greater if property damage or personal injury results during the function.

\_\_\_\_\_  
REQUESTER PRINT NAME

\_\_\_\_\_  
REQUESTER SIGN NAME

\_\_\_\_\_  
DATE

REQUEST ACCEPTED/REJECTED \_\_\_\_\_ DATE \_\_\_\_\_

By HVW CLUBHOUSE COMMITTEE CHAIRPERSON OR BOARD MEMBER

Once Approved, Private Party will be posted on Social and Board Calendars by Clubhouse Chairperson or/ Board member.

## HVW CLUBHOUSE USE FOR PRIVATE FUNCTIONS

### HERITAGE VELLAGE WEST CONDO ASSOCIATION INSPECTION FOR PRIVATE USE OF CLUBHOUSE

The Owner/Resident requesting use of the Clubhouse for a PRIVATE FUNCTION agrees to conduct a survey with a Representative of the Clubhouse Committee or Board of Director before and following use of the Clubhouse. This is to ensure no damage has occurred, and all HVW property and Clubhouse equipment and furnishings are intact and in the same condition as before the Private Function occurred.

#### BEFORE FUNCTION

#### AFTER FUNCTION

Note position of all tables and chairs	Returned to original positions
Make record of existing carpet stains	Check for carpet stains; vacuum carpet.
Note location of trash containers	Take garbage/recycling to trash bins outside.
Television, DVD, Sound system	Check for working status
Kitchen, contents, and appliances (paper goods, coffee, and condiments not to be used)	Dishes, cups, silverware, cleaned and put away.
Kitchen floor, counters, range and appliances	All are clean and acceptable.
Bathrooms are clean and paper products and soap dispensers are in place.	Toilets, sinks, counters and floors are clean and acceptable.
Pool surface is clean. Note pool furniture locations and trash container locations.	Furniture returned to original positions. Garbage bagged and removed to trash/recycling bins.
Game rooms/shuffleboard condition	Game room/shuffleboard condition

\$100 deposit check will be retained by HVW to be used for damage corrections and clean-up if necessary. Additional charges could be levied.

DATE CHECK RECEIVED: \_\_\_\_\_ DATE CHECK RETURNED: \_\_\_\_\_

BEFORE INSPECTION: \_\_\_\_\_ date  
(signed by owner/resident and HVW Rep)

AFTER INSPECTION: \_\_\_\_\_ date  
(signed by owner/resident and HVW Rep)

**HVW CLUBHOUSE USE FOR PRIVATE FUNCTIONS**

TO BE POSTED ON THE ENTRANCE BY THE CLUBHOUSE USER THE DAY OF  
THE EVENT

**CLUBHOUSE RESERVED  
FOR  
PRIVATE PARTY**

**DATE OF EVENT:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(person that requested use of the Clubhouse)

**UNIT NUMBER:** \_\_\_\_\_

**TIME: STARTING:** \_\_\_\_\_ **ENDING** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **date** \_\_\_\_\_  
(HVW Representative)